ALCP Data Entry System Instructions

The following instructions are for completing the update of Arterial Life-Cycle Program (ALCP); the ALCP 2006-2011 database will feed into the 2007-20011 Transportation Improvement Program (TIP). The instructions include deadlines, contact information, basic information about the data to be collected and how to use the data entry system. Please note that the data updates for ALCP projects will not include at this time the addition of new projects, project advancements, or project deferrals. These types of changes can be addressed by a request made to Eileen O'Connell: eoconnell@mag.maricopa.gov or 602.254.6300.

Background & Schedule

The Arterial Life Cycle Program (ALCP) is a 20-year program of arterial street projects to be funded in part with regional half-cent sales tax funds approved by the voters of Maricopa County in November 2004. To streamline the request for information from MAG, the ALCP Update Schedule has been coordinated with the 2007-2011 TIP schedule and deadlines for project data entry. There are 2 ALCP databases separated into 2006-2011 projects and 2012-2026 projects. The 2006-2011 ALCP projects will adhere to the same deadline as the 2007-2011 TIP project data entry, which is **January 13, 2006** for final submission. The TIP and ALCP 2006-2011 resulting databases will be combined into a single database crosschecked and validated for use in an air quality conformity analysis of the TIP and RTP. The deadline for the updates and requested changes to the 2012-2026 ALCP projects is **March 17, 2006**.

The base data for the ALCP was provided by MAG member agencies and is included in the ALCP Data Entry System. Member agencies are requested to update this information. For most projects, the status field and description field in the database will need to be updated. Once the update process is complete, the member agency is requested to e-mail the updated database to MAG, as shown in the ALCP Data Entry System.

For more detailed background and schedule information on the TIP, please refer to the TIP Data Entry Instructions found at http://www.mag.maricopa.gov/detail.cms?item=5384.

Contact Information

It is important to understand that a jurisdiction is not able to defer, advance, exchange or request a change for reimbursement for an ALCP project through this database. If a jurisdiction would like to make this request, please contact Eileen O'Connell. For technical questions, please feel free to contact Stephen Tate.

MAG Office Phone – (602) 254-6300
Eileen O'Connell: eoconnell@mag.maricopa.gov
Stephen Tate: state@mag.maricopa.gov

Applications Access

The ALCP Data Entry System is a Microsoft Access 2000 application and requires that this software be present on the computer or network running the application. If you do not have MS Access 2000, MAG will provide printouts of ALCP data for you to use instead of the ALCP Data Entry System. Also, a password is required to open the application. The password for the application has already been distributed to members of the MAG Street Committee. If you do not have a copy of this password, please contact Eileen O'Connell or Steve Tate.

To download the application please go to the MAG website - www.mag.maricopa.gov - and select "Transportation" – this is located in the area on the left side of the screen, under PROGRAM AREAS. Then

a second screen will appear with a series of links in orange. Please select the "Transportation Improvement Program (TIP)" link and then select "ALCP Data Entry System."

Application Description
The following provides a brief description of the forms and operations of the ALCP Data Entry Screen.

Project Data Initialization
When the ALCP Data Entry System is opened for the first time, a popup form with a list of MAG member agencies will appear and the user will be asked to identify the agency whose data will be updated. Upon correctly identifying an agency, project data from that agency will be transferred to a data table for the user to update. The user will then be transferred to the Main Form in the ALCP Data Entry System.

If, for some reason, this step fails or the user chooses the wrong agency data to edit, the user will need to delete the ALCP Data Entry System that has been downloaded and re-download it from the MAG website.

Main Form
Except for the initial access to the ALCP Data Entry System, operation of the System will begin on the Main Form. The Main Form includes four large buttons on the left side of the form and an exit button on the lower right side of the form. When pressed each of these buttons will bring up a form for the user to use. The left side buttons are as follows:
- Print Enter/Update Data
- Print Report(s)
- Export ALCP Data to Excel Spreadsheet
- E-Mail ALCP Data to MAG

Enter Data Form
This is the primary form that the used to update data. The ability to update a number of fields is prohibited. These fields will be grayed out. New ALCP projects should NOT be entered in this process. At the bottom of the form there are several large buttons that allow the user to navigate the database, sort data, set filters and perform some automatic checks. The operation of these buttons is as follows:

- Home, Right-Arrow, Left-Arrow and End Buttons: These buttons allow the user to move between projects. If the user is on the first project in the database, the Right-Arrow and Home buttons will be disabled. If the user is on the last project of the database, the End and Left-Arrow will be disabled.

  In-between the Right-Arrow and Left-Arrow buttons is a field displaying the current record number. The user may move to any point in the database by entering a record number and pressing the Enter or Return keys.

- Filter Button: This button is used to restrict the projects to be edited. When pressed a popup form will appear with unique instances of data for specific fields. The user can then select instances to limit the projects to be displayed. To select multiple contiguous instances, the user should simultaneously press the Shift key and use his mouse; to select non-contiguous instances, the user should simultaneous press the Ctrl key and use his mouse.

  Once the user has completed his selection, the user may press the Okay button to set the filter and return to the Enter Data form. When a filter is set, the label on the Filter button will turn a red color and read as "Filter On". To clear the filter the user will need to press the Filter button, press the Clear Filter button on the filter form and then press the Okay button on the filter form to return.

- Sort Button: This button allows the user to sort the projects in the database. When pressed a popup form will appear and the user may set various fields to be used to sort the database. Once the user has done this, the user should press the Okay button to sort the database and return to the Enter Data form or press the Cancel button to return to the Enter Data Form. If a sort order has been set that differs from the default sort in the database, the Sort button will appear with a red colored label with the words "Sort On". To return to the default sort, the user will need to press the Sort Button, press the Clear Sort Key button on the sort form and then the Okay Button.

- Check Data Button: This button is used to automatically perform checks on data as it is entered. When pressed the label on the button will turn to a red color and read as "Check Data On". If the button is pressed again, the button will return to its previous state – "Check Data Off". When the Check Data Button is in the "Check Data On" state, the data entry system will check the data of each field when either the user moves to a new project or presses the Sort, Filter, or Save and Close buttons.

  If the system detects an error or a condition that requires a warning, a popup form will appear that lists errors and warnings and allows the user the option to either continue (e.g. press Ok) or re-enter data (e.g. press Cancel).

- Save and Close Form Button: This button saves the changes entered by the user and returns to the Main Form.

Print Report(s) Form
This form is used to print standard reports. These reports are as follows:
- Project Details Report: A listing of all of the data for a project.
- TIP Style Report: A listing of data in a format similar to that used in the MAG TIP. Data printed in this report is limited to that used in the MAG TIP.
- Changes: A field-by-field listing of data changes made by the user.
- Error Log: A listing of data error and warnings messages for individual projects.

When the print form appears, the user should select a report and press the Print button the form to print the specified report. When the Print button is pressed, a standard MS Access print preview screen is displayed. At this point the user may opt to change the format of the report, the printer settings, export the report to MS Word or other format or close the report without printing, as well as, print the report. When the user is through with the report, select the "close" option at the top of the print preview screen to return to the Main Form. Export ALCP Data to Excel Spreadsheet Form

This form is used to export the users data to an MS Excel spreadsheet. When the user presses the Export ALCP Data to Excel button on the Main form, a popup form appears with two buttons: an Export ALCP Data to Excel Spreadsheet Button and a Cancel button. When the Export button is pressed, a standard MS Access form appears and queries the user for a location to save the exported file. The user can then specify a location and the exported file will be saved.

E-Mail ALCP Data to MAG Form
This form is used to e-mail the users updated ALCP data to MAG. When the user presses the E-Mail ALCP Data to MAG button on the Main form, a popup form appears with two buttons: an E-Mail button and a Cancel button. When the E-Mail button is pressed, a standard MS Outlook E-mail form will appear with an attached spreadsheet of ALCP data and the "TO" and "SUBJECT" e-mail fields completed for the user. The user my then send the data and include any message.